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ABSTRACT

This document contains the occupational duty/task lists for two occupations in the nursing assisting series. Each occupation is divided into 13 or 14 duties. A separate page for each duty in the occupation lists the tasks in that duty along with its code number and columns to indicate whether that particular duty has been taught and to provide space for comments. The occupations are nursing assistant/hospital assistant and long term care/geriatric assistant. A progress chart is provided for tracking individualized instruction. The occupational duty/task lists are the result of an extensive two-step development process in which information on current occupational requirements was gathered from such sources as consortia, trade associations, and current curriculum materials and was then synthesized by industry representatives, vocational instructors, and state-level representatives. (YLB)

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DUTY TASK LIST

ED 301 734

NURSING ASSISTING SERIES

NURSING ASSISTANT / HOSPITAL ASSISTANT
LONG-TERM CARE / GERIATRIC ASSISTANT

CE 051 521

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OKLAHOMA OCCUPATIONAL TESTING CENTER

OKLAHOMA OCCUPATIONAL TESTING CENTER

INTRODUCTION:

Today's vocational instructors and administrators are faced with a myriad of important questions. They are searching for methods of providing accountability for students' acquisition of knowledge and skills as related to a constantly changing job market.

The Oklahoma Occupational Testing Center is in the business of eliminating some of the guesswork in answering today's tough questions. The professional staff, using a thorough and valid methodology, has developed duty/task lists for over 150 occupations in vocational education. Additional occupational duty/task lists will be made available as development is completed. These duty/task lists will help answer the following questions:

- Are students being prepared for today's jobs?
- What should today's vocational instructors be teaching?
- Is the curriculum addressing industry needs and is it up-to-date?
- How can vocational programs be improved?
- What in-service programs are needed for instructors?

BACKGROUND:

The occupational duty/task lists are the result of an extensive development process. Information regarding the occupational skills needed for employment is gathered from a number of sources such as consortia, trade associations, and current curriculum materials. This information is then synthesized by: 1) industry representatives, 2) vocational instructors, and 3) state level vocational representatives. The end result is a listing of occupations and the specific duties and tasks within each occupation. After dissemination for field review a committee of industry and vocational representatives revise the duty/task list to its final form.

USES:

The Oklahoma Occupational Testing Center's Duty/Task Lists are designed to be of value to a vocational program in several ways:

- Improving program planning
- Documenting industrial standards
- Evaluating curriculum and instruction
- Tracking individualized instruction*
- Using as a discussion tool with advisory committees
- Developing up-to-date job descriptions
- Performing self-evaluations
- Performing administrative program evaluations

INFORMATION:

To find out more about the Oklahoma Occupational Testing Center, call toll free:
1-800-654-4502.
Ask for our free catalog, listing over 150 occupations for which duty/task lists are available. CIMC curriculum materials related to these lists may also be available.

*A Progress Chart is provided for tracking individualized instruction.

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Oklahoma Occupational Testing Center

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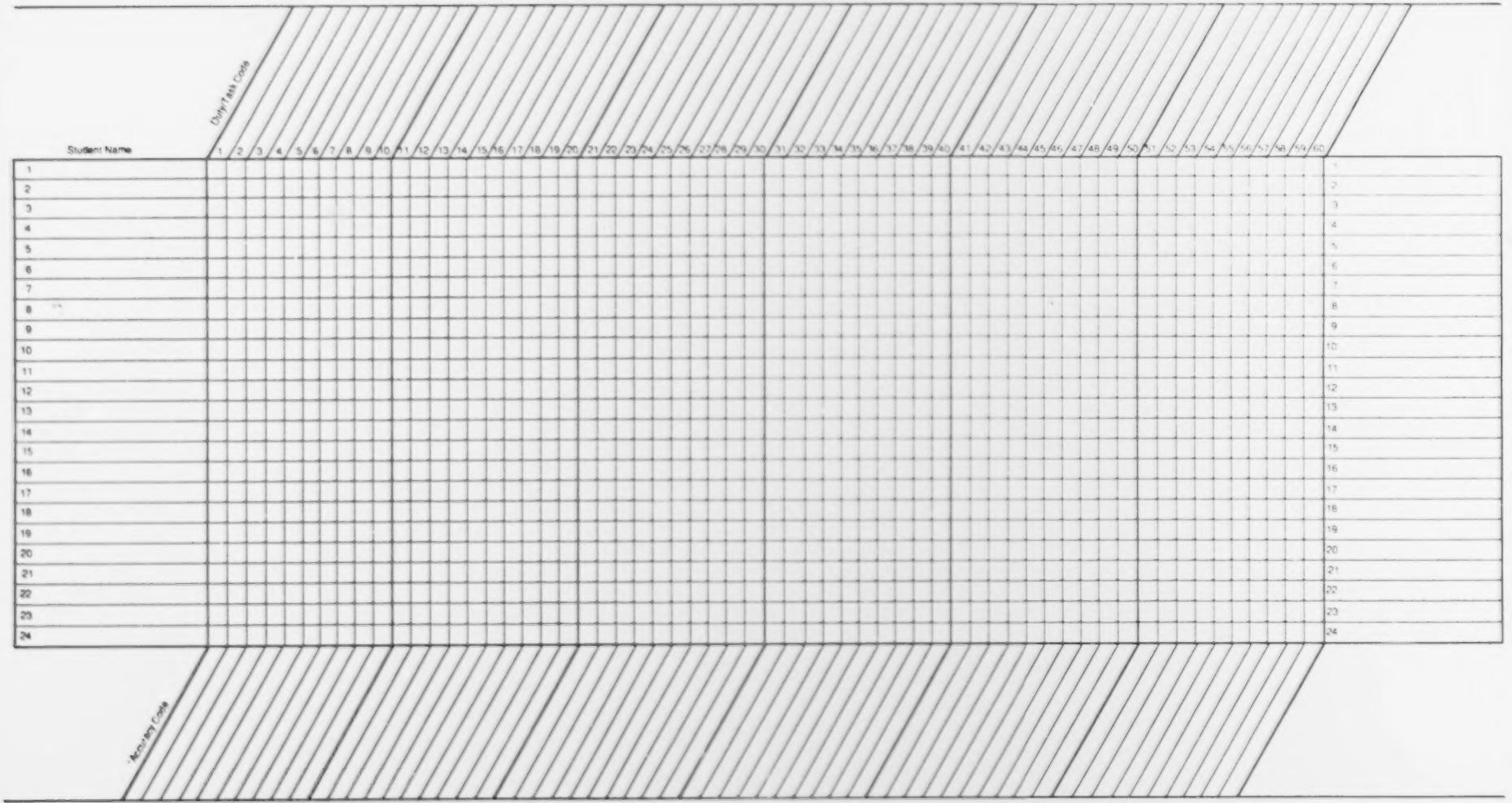
PROGRESS CHART

OKLAHOMA OCCUPATIONAL TESTING CENTER

Program

Oklahoma State Department of Vocational and Technical Education

Date



* 0 = No exposure - no information nor practice provided during training program, complete training required
1 = Exposure only - general information provided with no practice time, close supervision needed and additional training required
2 = Limited practice - has practiced during training program, additional training is required to develop skill
3 = Moderately skilled - has performed independently during training program, limited additional training may be required
4 = Skilled - can perform independently with no supervision.

This chart may be duplicated as needed

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DUTY/TASK LISTS

NURSING ASSISTING SERIES

OCCUPATIONS:

1. Nursing Assistant/Hospital Assistant
2. Long Term Care/Geriatric Assistant

OKLAHOMA OCCUPATIONAL TESTING CENTER

DUTY/TASK LIST

NURSING ASSISTING SERIES

OCCUPATION 1: NURSING ASSISTANT/HOSPITAL ASSISTANT

DUTIES:

A. Maintain a Clean, Safe Environment
B. Perform Activities Related to Transporting/ Transferring/Positioning/Movement
C. Perform Basic First Aid and CPR
D. Measure Vital Signs
E. Apply Principles of Human Relations Communications, Legal and Ethical
F. Provide for Elimination Needs
G. Provide for Nutritional Needs
H. Care for Personal Needs of Patient
I. Assist with Diagnostic Tests
J. Provide Therapeutic Treatments
K. Provide for Asepsis/Isolation Needs
L. Care for Surgical Patients
M. Care for Dying Patient

OCCUPATION: **NURSING ASSISTANT/HOSPITAL ASSISTANT**

DUTY: **Maintain a Clean, Safe Environment**

CODE	TASK	TAUGHT	COMMENTS
A.01	Utilize rules of safety in a health care facility		
A.02	Identify safety policies and procedures for departments giving direct patient care		
A.03	Assess the fire-safeness by applying fire prevention techniques		
A.04	Demonstrate appropriate action to be taken when a fire is suspected or detected		
A.05	Demonstrate proper techniques for reporting a fire		
A.06	Demonstrate knowledge of fire alarm system, evacuation plan, fire extinguishers, and disaster plan		
A.07	Use safety precautions where oxygen is in use		
A.08	Fill out incident reports		
A.09	Perform activities necessary to maintain a clean environment		

OCCUPATION: **NURSING ASSISTANT/HOSPITAL ASSISTANT**

DUTY: **Perform Activities Related to Transporting/Transferring/ Positioning/Movement**

CODE	TASK	TAUGHT	COMMENTS
B.01	Utilize good body mechanics in all movements		
B.02	Reposition a patient in bed or chair		
B.03	Care for immobile patient (CVA)		
B.04	Use traffic rules in moving patient or equipment		
B.05	Transfer a patient from bed to wheelchair, bed to stretcher, to bedside commode, etc.		
B.06	Transport a patient in a wheelchair, stretcher, lift, etc.		
B.07	Assist with ambulation and movement (walker, crutches, balance)		
B.08	Assist in putting on or removing braces or prostheses of a patient		
B.09	Identify anatomy and physiology related to the musculoskeletal and nervous systems		

OCCUPATION: **NURSING ASSISTANT/HOSPITAL ASSISTANT**

DUTY: **Perform Basic First Aid and CPR**

CODE	TASK	TAUGHT	COMMENTS
C.01	Apply first aid to certification standards		
C.02	Apply CPR to certification standards		
C.03	Administer seizure care		

OCCUPATION: **NURSING ASSISTANT/HOSPITAL ASSISTANT**

DUTY: **Measure Vital Signs**

CODE	TASK	TAUGHT	COMMENTS
D.01	Measure and record temperatures (oral, rectal, axillary)		
D.02	Measure and record blood pressure		
D.03	Measure and record pulses		
D.04	Measure and record respirations		
D.05	Observe and report general body changes		
D.06	Report abnormal vital signs		
D.07	Measure and record height and weight		
D.08	Identify anatomy and physiology related to the cardiovascular and respiratory systems		

OCCUPATION: **NURSING ASSISTANT/HOSPITAL ASSISTANT**

DUTY: **Apply Principles of Human Relations Communications, Legal and Ethical**

CODE	TASK	TAUGHT	COMMENTS
E.01	Recognize title and responsibilities of health care personnel		
E.02	Observe obvious and subtle changes in patients that require special attention		
E.03	Coordinate patient care assignment to meet patient need		
E.04	Receive and send information from all sources		
E.05	Record (chart) actions appropriately		
E.06	Use forms as designated		
E.07	Perform clerical duties		
E.08	Request supplies/equipment		
E.09	Follow guidelines of ethical behavior		
E.10	Utilize appropriate medical terminology		

OCCUPATION: **NURSING ASSISTANT/HOSPITAL ASSISTANT**

DUTY: **Provide for Elimination Needs**

CODE	TASK	TAUGHT	COMMENTS
F.01	Utilize appropriate terminology concerning elimination		
F.02	Assist patient with elimination needs (to bathroom, with bed pan, urinal, etc.)		
F.03	Administer enemas		
F.04	Provide ostomy care		
F.05	Identify anatomy and physiology related to the urinary, reproductive, and gastrointestinal systems		
F.06	Recognize abnormal feces		
F.07	Recognize abnormal urine		
F.08	Insert rectal tube		
F.09	Remove fecal impaction		
F.10	Maintain intake and output records		
F.11	Provide catheter care (indwelling and external)		

OCCUPATION: **NURSING ASSISTANT/HOSPITAL ASSISTANT**

DUTY: **Provide for Nutritional Needs**

CODE	TASK	TAUGHT	COMMENTS
G.01	Recognize the basic four food groups and the benefits of good nutrition		
G.02	Maintain fluid balance		
G.03	Follow special diet orders		
G.04	Assist patients in eating		
G.05	Assist in administering tube feedings		

OCCUPATION: **NURSING ASSISTANT/HOSPITAL ASSISTANT**

DUTY: **Care for Personal Needs of Patient**

CODE	TASK	TAUGHT	COMMENTS
H.01	Admit patient to unit		
H.02	Discharge patient		
H.03	Transfer patient		
H.04	Give a bed bath		
H.05	Assist with partial bath, shower, or tub bath		
H.06	Make an occupied bed		
H.07	Make an unoccupied bed		
H.08	Shave a patient		
H.09	Give hair care		
H.10	Give perineal care		
H.11	Give a back rub; provide skin care		
H.12	Provide oral hygiene		
H.13	Assist patient in dressing and undressing		
H.14	Assist patient with special devices (i.e. eye wear, hearing aids, etc.)		
H.15	Identify anatomy and physiology related to the endocrine and integumentary systems		

OCCUPATION: **NURSING ASSISTANT/HOSPITAL ASSISTANT**

DUTY: **Assist with Diagnostic Tests**

CODE	TASK	TAUGHT	COMMENTS
I.01	Demonstrate transporting of specimens safely		
I.02	Demonstrate the ability to clean and maintain work area and specimen equipment		
I.03	Log incoming and outgoing specimens		
I.04	Instruct patient or collect a stool specimen		
I.05	Instruct patient or collect a urine specimen		
I.06	Instruct patient or collect a sputum specimen		
I.07	Perform and record diabetic urine testing		
I.08	Dispose of contaminated material and equipment safely		
I.09	Assist with examination		

OCCUPATION: **NURSING ASSISTANT/HOSPITAL ASSISTANT**

DUTY: **Provide Therapeutic Treatments**

CODE	TASK	TAUGHT	COMMENTS
J.01	Apply heat		
J.02	Apply cold		
J.03	Give a sitz bath		
J.04	Provide or assist with special treatments as ordered		
J.05	Apply ace bandages		
J.06	Apply protective devices		
J.07	Assist in preventing decubitus ulcers		
J.08	Assist with or give range or motion exercises		
J.09	Insert rectal suppositories		
J.10	Apply binders		
J.11	Give a vaginal douche		
J.12	Care for patient receiving oxygen therapy		

OCCUPATION: **NURSING ASSISTANT/HOSPITAL ASSISTANT**

DUTY: **Provide for Asepsis/Isolation Needs**

CODE	TASK	TAUGHT	COMMENTS
K.01	Apply principles of disinfection		
K.02	Maintain isolation techniques		
K.03	Utilize aseptic technique		
K.04	Maintain and observe rules of infection control		
K.05	Maintain a sterile field		
K.06	Clean instruments and supplies		

OCCUPATION: **NURSING ASSISTANT/HOSPITAL ASSISTANT**

DUTY: **Care for Surgical Patients**

CODE	TASK	TAUGHT	COMMENTS
L.01	Recognize and report patient concerns		
L.02	Care for patient preoperatively		
L.03	Give preoperative skin care		
L.04	Care for patient postoperatively		
L.05	Measure postoperative vital signs		
L.06	Care for patient with IV infusion		

OCCUPATION: **NURSING ASSISTANT/HOSPITAL ASSISTANT**

DUTY: **Care for Dying Patient**

CODE	TASK	TAUGHT	COMMENTS
M.01	Understand the stages of death and dying		
M.02	Administer care to the terminal patient		
M.03	Realize different philosophies about death		
M.04	Give post-mortem care		

DUTY/TASK LIST

NURSING ASSISTING SERIES

OCCUPATION 2: LONG TERM CARE/GERIATRIC ASSISTANT

DUTIES:

A. Maintain a Clean, Safe Environment
B. Perform Activities Related to Transporting/ Transferring/Positioning/Movement
C. Perform Basic First Aid and CPR
D. Measure Vital Signs
E. Apply Principles of Human Relations Communications, Legal and Ethical
F. Provide for Elimination Needs
G. Provide for Nutritional Needs
H. Care for Personal Needs of Patient
I. Assist with Diagnostic Tests
J. Provide Therapeutic Treatments
K. Provide for Asepsis/Isolation Needs
M. Care for Dying Patient
N. Perform Activities Related to the Long-Term Care Client
O. Perform Activities Related to the Elderly

OCCUPATION: LONG TERM CARE/GERIATRIC ASSISTANT

DUTY: Maintain a Clean, Safe Environment

CODE	TASK	TAUGHT	COMMENTS
A.01	Utilize rules of safety in a health care facility		
A.02	Identify safety policies and procedures for departments giving direct patient care		
A.03	Assess the fire-safeness by applying fire prevention techniques		
A.04	Demonstrate appropriate action to be taken when a fire is suspected or detected		
A.05	Demonstrate proper techniques for reporting a fire		
A.06	Demonstrate knowledge of fire alarm system, evacuation plan, fire extinguishers, and disaster plan		
A.07	Use safety precautions where oxygen is in use		
A.08	Fill out incident reports		
A.09	Perform activities necessary to maintain a clean environment		

OCCUPATION: **LONG TERM CARE/GERIATRIC ASSISTANT**

DUTY: **Perform Activities Related to Transporting/Transferring/ Positioning/Movement**

CODE	TASK	TAUGHT	COMMENTS
B.01	Utilize good body mechanics in all movements		
B.02	Reposition a patient in bed or chair		
B.03	Care for immobile patient (CVA)		
B.04	Use traffic rules in moving patient or equipment		
B.05	Transfer a patient from bed to wheelchair, bed to stretcher, to bedside commode, etc.		
B.06	Transport a patient in a wheelchair, stretcher, lift, etc.		
B.07	Assist with ambulation and movement (walker, crutches, balance)		
B.08	Assist in putting on or removing braces or prostheses of a patient		
B.09	Identify anatomy and physiology related to the musculoskeletal and nervous systems		

OCCUPATION: **LONG TERM CARE/GERIATRIC ASSISTANT**

DUTY: **Perform Basic First Aid and CPR**

CODE	TASK	TAUGHT	COMMENTS
C.01	Apply first aid to certification standards		
C.02	Apply CPR to certification standards		
C.03	Administer seizure care		

OCCUPATION: **LONG TERM CARE/GERIATRIC ASSISTANT**

DUTY: **Measure Vital Signs**

CODE	TASK	TAUGHT	COMMENTS
D.01	Measure and record temperatures (oral, rectal, axillary)		
D.02	Measure and record blood pressure		
D.03	Measure and record pulses		
D.04	Measure and record respirations		
D.05	Observe and report general body changes		
D.06	Report abnormal vital signs		
D.07	Measure and record height and weight		
D.08	Identify anatomy and physiology related to the cardiovascular and respiratory systems		

OCCUPATION: LONG TERM CARE/GERIATRIC ASSISTANT

DUTY: Apply Principles of Human Relations Communications, Legal and Ethical

CODE	TASK	TAUGHT	COMMENTS
E.01	Recognize title and responsibilities of health care personnel		
E.02	Observe obvious and subtle changes in patients that require special attention		
E.03	Coordinate patient care assignment to meet patient need		
E.04	Receive and send information from all sources		
E.05	Record (chart) actions appropriately		
E.06	Use forms as designated		
E.07	Perform clerical duties		
E.08	Request supplies/equipment		
E.09	Follow guidelines of ethical behavior		
E.10	Utilize appropriate medical terminology		

OCCUPATION: **LONG TERM CARE/GERIATRIC ASSISTANT**

DUTY: **Provide for Elimination Needs**

CODE	TASK	TAUGHT	COMMENTS
F.01	Utilize appropriate terminology concerning elimination		
F.02	Assist patient with elimination needs (to bathroom, with bed pan, urinal, etc.)		
F.03	Administer enemas		
F.04	Provide ostomy care		
F.05	Identify anatomy and physiology related to the urinary, reproductive, and gastrointestinal systems		
F.06	Recognize abnormal feces		
F.07	Recognize abnormal urine		
F.08	Insert rectal tube		
F.09	Remove fecal impaction		
F.10	Maintain intake and output records		
F.11	Provide catheter care (indwelling and external)		

OCCUPATION: **LONG TERM CARE/GERIATRIC ASSISTANT**

DUTY: **Provide for Nutritional Needs**

CODE	TASK	TAUGHT	COMMENTS
G.01	Recognize the basic four food groups and the benefits of good nutrition		
G.02	Maintain fluid balance		
G.03	Follow special diet orders		
G.04	Assist patients in eating		
G.05	Assist in administering tube feedings		

OCCUPATION: **LONG TERM CARE/GERIATRIC ASSISTANT**

DUTY: **Care for Personal Needs of Patient**

CODE	TASK	TAUGHT	COMMENTS
H.01	Admit patient to unit		
H.02	Discharge patient		
H.03	Transfer patient		
H.04	Give a bed bath		
H.05	Assist with partial bath, shower, or tub bath		
H.06	Make an occupied bed		
H.07	Make an unoccupied bed		
H.08	Shave a patient		
H.09	Give hair care		
H.10	Give perineal care		
H.11	Give a back rub; provide skin care		
H.12	Provide oral hygiene		
H.13	Assist patient in dressing and undressing		
H.14	Assist patient with special devices (i.e. eye wear, hearing aids, etc.)		
H.15	Identify anatomy and physiology related to the endocrine and integumentary systems		

OCCUPATION: **LONG TERM CARE/GERIATRIC ASSISTANT**

DUTY: **Assist with Diagnostic Tests**

CODE	TASK	TAUGHT	COMMENTS
I.01	Demonstrate transporting of specimens safely		
I.02	Demonstrate the ability to clean and maintain work area and specimen equipment		
I.03	Log incoming and outgoing specimens		
I.04	Instruct patient or collect a stool specimen		
I.05	Instruct patient or collect a urine specimen		
I.06	Instruct patient or collect a sputum specimen		
I.07	Perform and record diabetic urine testing		
I.08	Dispose of contaminated material and equipment safely		
I.09	Assist with examination		

OCCUPATION: LONG TERM CARE/GERIATRIC ASSISTANT

DUTY: Provide Therapeutic Treatments

CODE	TASK	TAUGHT	COMMENTS
J.01	Apply heat		
J.02	Apply cold		
J.03	Give a sitz bath		
J.04	Provide or assist with special treatments as ordered		
J.05	Apply ace bandages		
J.06	Apply protective devices		
J.07	Assist in preventing decubitus ulcers		
J.08	Assist with or give range or motion exercises		
J.09	Insert rectal suppositories		
J.10	Apply binders		
J.11	Give a vaginal douche		
J.12	Care for patient receiving oxygen therapy		

OCCUPATION: **LONG TERM CARE/GERIATRIC ASSISTANT**

DUTY: **Provide for Asepsis/Isolation Needs**

CODE	TASK	TAUGHT	COMMENTS
K.01	Apply principles of disinfection		
K.02	Maintain isolation techniques		
K.03	Utilize aseptic technique		
K.04	Maintain and observe rules of infection control		
K.05	Maintain a sterile field		
K.06	Clean instruments and supplies		

OCCUPATION: **LONG TERM CARE/GERIATRIC ASSISTANT**

DUTY: **Care for Dying Patient**

CODE	TASK	TAUGHT	COMMENTS
M.01	Understand the stages of death and dying		
M.02	Administer care to the terminal patient		
M.03	Realize different philosophies about death		
M.04	Give post-mortem care		

OCCUPATION: **LONG TERM CARE/GERIATRIC ASSISTANT**

DUTY: **Perform Activities Related to the Long-Term Care Client**

CODE	TASK	TAUGHT	COMMENTS
N.01	Assist with social, recreational, and spiritual activities		
N.02	Assist with orientation/reality therapy		
N.03	Know and observe resident's rights		
N.04	Assist residents to fulfill their responsibilities		

OCCUPATION: **LONG TERM CARE/GERIATRIC ASSISTANT**

DUTY: **Perform Activities Related to the Elderly**

CODE	TASK	TAUGHT	COMMENTS
O.01	Recognize the various characteristics of age		
O.02	Recognize the changes of lifestyle experienced by an elderly person when they come to live in a long-term care facility		
O.03	Identify special care needs of patients whose body systems and parts are gradually losing their efficiency		